

## Components of a Job Description

Component	Registered Nurse (RN) School Nurse	Registered Nurse (RN) Supporting Nursing Team	Licensed Practical Nurse (LPN)	Unlicensed Assistive Personnel (UAP)
Job Title/Description	Only an RN may be a school nurse. The school nurse is responsible for planning, implementing, and evaluating school health services. The RN must function within the NC BON RN scope of practice.	An RN may also serve as supporting health care staff to the school nurse. Supporting staff would have assigned duties. The RN must function within the NC BON RN scope of practice	Functions in a directed manner as a school nurse extender within the NC BON LPN scope of practice.	May function as a school nurse extender within the school setting.
Accountability	The RN reports directly to the local health department or to the local education agency.	The RN supports and is supervised, by the RN School Nurse or the nursing supervisor, if one is in place.	Supervised by the RN	Supervised by the RN or LPN as directed by the RN
Qualifications/Education and/or experience required	Must be registered and licensed within the state of NC. Good communication skills. Proficient with computer. Ability to collaborate with team members. BSN required? Experience required? National certification within three years of hire.	Must be registered and licensed within the state of NC. Good communication skills. Proficient with computer. Ability to collaborate with team members.  BSN required? Experience required?	Must be registered and licensed within the state of NC. Good communication skills. Proficient with computer. Ability to collaborate with team members. Experience required?	Should demonstrate willingness and competence in assigned and delegated tasks. Good communications skills. Proficient with computer. Ability to collaborate with team members. Experience required?
Major Responsibilities	Promotes population health by either being the school nurse or providing support to the school nurse that reflects the district's strategic plan. What schools will be served? Only an RN can assess students.	May have specific tasks assigned if not functioning as the school nurse. For example, the RN could be the COVID-19 first responder and provide contact tracing. They could also be assigned routine screenings such as vision or hearing. What schools will be served? Only an RN can assess students.	May have specific tasks assigned. What school will be served?	Tasks/procedures that they have been trained and assessed as being competent to perform. What school/student will be served?

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Supervisory Responsibilities	Will supervise other RNs, LPNs and UAPs.	May be responsible for training and/or overseeing assignment/delegation of LPN and UAP	May be responsible for training and/or overseeing delegation of UAP	None
Physical Demands	What are the physical demands of this position?	What are the physical demands of this position?	What are the physical demands of this position?	What are the physical demands of this position?
Time Frame of Position	Will it be a full time, school year position?	Will it be a full time, school year position? Will it be temporary?	Will it be a full time, school year position? Will it be temporary?	Will it be a full time, school year position? Will it be temporary?
Salary Range	District Determination	District Determination	District Determination	District Determination
Employee Signature and Date	Employee's signature is acknowledgement of job expectations	Employee's signature is acknowledgement of job expectations	Employee's signature is acknowledgement of job expectations	Employee's signature is acknowledgement of job expectations

Job descriptions will vary depending upon the health needs of students, families, and staff as well as the staffing possibilities that are available to school systems, and available funding. For examples of possible job duties for inclusion please refer to the following documents in the toolkit:

- Staffing Healthcare in Schools for COVID-19
- RN-LPN-UAP: Why is the School Nurse a Registered Nurse?

For sample job description templates, please contact your Regional School Health Nurse Consultant.

### **Resources for sample job descriptions:**

Costante, C.C., (2013). *School Nurse Administrators Leadership and Management*. Silver Spring, Maryland: National Association of School Nurses.

McClanahan, R., Shannon, R. A., & Kahn, P. (2019). Selekman, J., Shannon, R. A. & Yonkaitis, C. F. (3<sup>rd</sup> Ed.) *School nursing: A comprehensive text*. Philadelphia, Pennsylvania: F. A. Davis